

**Western Coventry Fire District
Board of Directors Meeting
Summit Fire Station
1110 Victory Highway
Greene, RI 02827
Thursday, January 28, 2010 6:30 pm**

AGENDA

- 1) Minute's of November and December, 2009 Board of Directors Meetings
- 2) Chairman's Comments (Kent Novak)
- 3) Moderator's Report (Chuck Smith)
 - a) Resignation/Withdrawal of Board of Director Robert Guastini
 - b) Recommendation to Appoint Steven Autieri Esq. to Vacant Board of Directors Position
- 4) Chief's Report (Chief Pomfret)
 - a) RI Forestry Grant (Matching Grant) Update/Participation
 - b) Cascade System Grant Update
 - c) AFG Grant Update
 - d) Safety Concerns
 - e) 4 Guys Engine Presentation
- 5) Treasurer's Report (Glenn Underwood)
 - a) Budget Concerns
- 6) Tax Collector's Report (Joan Smith)
- 7) 2010 – 2011 Fiscal Year Budget Development
 - a) Review 1st Draft of Fiscal Year 2010 – 2011 Budget
- 8) District Clerk's Report (Jean Pomfret)
 - a) Posting of Notice of Intent to Run for District Office
 - b) Candidates for BOD
- 9) Building Committee Report (Kent Novak)
 - a) As Built Drawings
 - b) Station Ledger (Glenn Underwood) (Richard Holt)
 - c) Computer Update/Next Step(s)
 - d) Storage Needs/Recommendation to Purchase 12' X 24' Building
 - e) Status of Summit Electric Work
 - f) Outstanding/Anticipated Bills/Expenditures for New Station
 - g) Punch List 3 Status
 - h) Other Issues
- 10) SAP Committee Update (Jon Mitchell)
 - a) November 14, 2009 Minutes
 - b) Review/Approve SAP 5216 – District Correspondence
 - c) Review/Approve SAP 5211.10 – Records and Documentation
 - d) Review/Approve 5210.10 – SAP ID Codes
 - e) Review/Approve SAP 4205 – Procurement Procedures
 - f) Next Meeting – February 13, 2010
- 11) Old Business
 - a) Station Sale Update
 - b) Grant Opportunities
- 12) New Business
 - a) Department Apparatus Committee Recommendation Regarding Engine 9
 - b) Preparation of Bid Package for Engine 9 Replacement
 - c) Dawson Group Proposal for Rescue Recovery
 - d) Night Time Staffing Incentive
 - e) Review 1st Draft of Fiscal Year 2010 – 2011 Budget
 - f) Next BOD Meeting: February 18, 2010
- 13) Open Forum
- 14) Adjournment

- * Votes may be taken
- * Reports should be distributed to Board members for their review several days prior to this meeting.

Board of Directors

Kent Novak – Chairman, Robert Guastini, Richard Holt, Peter Beauchaine, Jonathan Mitchell

Charles Smith - Moderator, Jean Pomfret - District Clerk,
Glenn Underwood – Treasurer, Joan Smith - Tax Collector